



**Office of the
Chief
Information
Officer**

NEW EMPLOYEE ONBOARDING CHECKLIST

Office of the Chief Information Officer (OCIO)

We are so happy you made OCIO your employer of choice!

Introduction

As part of the new employee onboarding process, this checklist was created to assist you through the first few days, weeks and months as a new employee with the OCIO. Using the checklist and accessing the helpful websites in this document will assist you through the entire onboarding process.

Please visit the New Employee Welcome (NEW) Program site (<http://www.doi.gov/ocio/onboarding/index.cfm>) to read the OCIO Employee Guide and obtain other helpful resources and information about your orientation experience and employment with OCIO.

Key Websites

Office of the Chief Information Officer
Training

<http://www.doi.gov/ocio/index.cfm>
<http://www.doi.gov/doilearn>

Your Federal Benefits

Health & Life Insurance
Retirement Planning
Thrift Savings Plan (TSP)
Flexible Spending Account
Dental & Vision Insurance
Long Term Care Insurance

<http://www.opm.gov/insure>
<http://www.opm.gov/retire>
<http://www.tsp.gov>
<http://www.fsafeds.com>
<http://www.benefeds.com>
<http://www.ltcfeds.com>

Employee Express

Leave and Earnings Statement

<http://www.employeeexpress.gov>

Human Resources (HR)

As an OCIO Employee, you will be supported by a Human Resources office (Interior Business Center [IBC] HR) and a centralized Human Capital office (OCIO HC). The Human Resources office is available to assist you with servicing HR activities such as employee benefits, employee and labor relations, staffing and classification etc. The Human Capital office is available to assist you with HC activities such as OCIO Human Capital and HR-related policy, departmental mandatory and internal training, telework, etc.

IBC HR, located in Lakewood, Colorado. To contact IBC HR, please call: 1-877-642-4743. Fax: 303-985-6945.

Mailing Address:

Interior Business Center - HR Directorate
7301 W. Mansfield Ave.
Lakewood, CO 80235

How to Use This Checklist:

This document serves as a list of tasks for you to complete with corresponding timelines. While many of the items listed below are transactional (i.e., completing a form), most items involve having important discussions with your supervisor in order to equip you with the foundational knowledge of the OCIO mission, history, culture, and organization. Use this document in partnership with your supervisor and HR to ensure you receive all of the necessary and beneficial tools and information. Please note: Some of the links are not accessible outside of the network.

Your Name:	Enter on Duty (EOD) Date:
Position, Title, Pay Plan, Series, Grade:	
Your Supervisor's Name:	

PART I: BEFORE YOUR FIRST DAY

•	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Review your IBC HR confirmation letter and follow the instructions provided.	<i>IBC HR</i>
2	<input type="checkbox"/>	Complete and return forms provided by IBC HR through Entry On Duty System (EODS).	<i>IBC HR</i>
3	<input type="checkbox"/>	Complete Information Management and Technology (IMT) Awareness Training.	https://doi.gov/trainingcds/DOI%20Information%20Resources%20Management%20Training.html
4	<input type="checkbox"/>	Return the Certificate of Completion for the IMT, FISSA and Rules of Behavior (Streaming Version) to OCIO HC.	<i>Email to OCIO HC (information provided in the 'Welcome to OCIO' email)</i>
5		Schedule an appointment to pick up your DOI identification and building access card once you receive an automated email. If you have not received an email within a week of start date, contact OCIO HC.	<i>IBC HR</i>
6	<input type="checkbox"/>	Visit our website to learn more about the OCIO.	http://www.doi.gov/ocio/index.cfm
7	<input type="checkbox"/>	Review the websites listed under “ Pay and Benefits ” section of OCIO New Employee Welcome Program site to learn more about the excellent benefits package you are eligible for as an OCIO Federal employee.	http://www.doi.gov/ocio/onboarding/pa_y_benefits.cfm

PART II: YOUR FIRST DAY

•	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Arrive at the building at the designated location and time stated in your confirmation letter.	
2	<input type="checkbox"/>	Attend OCIO NEW (New Employee Welcome) Orientation either in-person or over the telephone.	<i>OCIO HC</i>
3	<input type="checkbox"/>	Attend IBC HR in-processing. <i>Note: Remote employees are to follow the guidance for the in-processing session (via conference bridge) provided in your confirmation letter.</i>	<i>IBC HR</i>
4	<input type="checkbox"/>	Meet your colleagues	<i>Supervisor</i>
5	<input type="checkbox"/>	Take a tour of the office with your supervisor, or other colleague to find out where communal office equipment (fax machine, copiers, etc.) and other areas (restrooms, kitchen, etc.) are located.	<i>Supervisor or Colleague</i>
6	<input type="checkbox"/>	Review OCIO new employee onboarding forms and training email from OCIO HC with additional helpful information.	<i>OCIO HC</i>
8	<input type="checkbox"/>	Review security and safety procedures for the building.	<u>OCIO Employee Guide</u> (Building Security Section)

PART III: YOUR FIRST WEEK

•	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	View the DOI video	<u>DOI Video</u>
2	<input type="checkbox"/>	Discuss your specific work schedule, telework (if applicable), lunch breaks, and hours of operation with supervisor.	<i>Supervisor</i>
3	<input type="checkbox"/>	Review and understand how to request leave, overtime, compensatory time, and credit hours with your supervisor.	<i>Supervisor</i>
4	<input type="checkbox"/>	Make sure all forms that require a supervisory signature are signed.	<i>Supervisor</i>
5	<input type="checkbox"/>	Return requested forms and training certificate mentioned within the OCIO onboarding email	<i>OCIO HC</i>
6	<input type="checkbox"/>	Review inclement weather procedures	<i>OCIO HC</i>

7	<input type="checkbox"/>	Review and discuss position description and initial performance standards with your supervisor.	<i>Supervisor</i>
8		Review the ESPYR Program. To access the site enter password: <i>interioreap</i>	https://espyr.com/sign-in/
9	<input type="checkbox"/>	Explore DOI's to find additional information on the entire agency.	https://www.doi.gov/
10	<input type="checkbox"/>	Explore how to report injuries at work and the Office of Workers Compensation (OWCP).	http://www.doi.gov/workerscompensation/index.cfm
11	<input type="checkbox"/>	Meet with your supervisor at the end of the week to discuss your first week (any surprises, challenges, suggestions, etc.) and how to prepare for the next week.	<i>Supervisor</i>

PART IV: YOUR FIRST MONTH

•	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Meet with your supervisor to discuss and develop your employee performance appraisal plan (EPAP) and Individual Development Plan (IDP). Make sure you receive a copy for your records.	<i>Supervisor</i>
2	<input type="checkbox"/>	Review your electronic Official Personnel Folder (eOPF). Print your Notice of Personnel Action (SF-50).	https://eopf.opm.gov/doi/
2	<input type="checkbox"/>	Sign into Employee Express and review and print your 1 st Leave and Earnings Statement (LES). Add your Emergency Contact information to that site. Review the site and see what other changes to your benefits and allotments you can make on this site. You should receive your password and ID in the mail about 3-4 weeks after your first day on the job. To access Employee Express, you'll need a Personal Identification Number (PIN). You can request a PIN by calling 478-757-3030 or 1-888-353-9450. Upon receipt of the PIN, you can change it online.	<i>Employee Express</i> http://www.employeeexpress.gov/
4	<input type="checkbox"/>	Review the provided DOI payroll schedule with your supervisor. *Note: DOI employees are paid bi-weekly on Tuesdays. If you have additional questions, please see IBC HR.	<i>Supervisor/Timekeeper/IBC HR</i>
5	<input type="checkbox"/>	Review the Federal holiday schedule.	https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview
6	<input type="checkbox"/>	Review OCIO Employee Guide and OCIO Standard Operating Procedures	OCIO Employee Guide & OCIO Standard Operating Procedures
7	<input type="checkbox"/>	If required, complete the OGE 450 Confidential Disclosure Report or OGE 278 Public Disclosure Report forms within 30 days. You will receive a link from the Ethics Office inviting you to file the appropriate form. Contact the Department Ethics Office (DEO) on (202) 208-7960 if you have additional questions.	<i>DEO</i> https://www.doi.gov/ethics/disclosure-of-financial-interests
8	<input type="checkbox"/>	Review the OCIO Employee site and discuss with your supervisor how your work contributes to the OCIO mission.	https://sites.google.com/a/ios.doi.gov/ocio/home
9	<input type="checkbox"/>	Talk with your supervisor about how to access DOI Learn, the Department's learning management system. Many of the courses offered and the mandatory online courses are available on this site. You will receive an email with login instructions from the system when your account has been created. Please be patient. It can take several weeks for your information to appear in DOI Learn . If you received more than one paycheck but haven't received your login please contact OCIO HC.	<i>Supervisor/OCIO HC</i> https://gm2.geolearning.com/geonext/doi/login.geo
10	<input type="checkbox"/>	Meet with your supervisor at end of 30 days to discuss your first month (any surprises, challenges, suggestions, etc.).	<i>Supervisor</i>

PART V: YOUR FIRST 60 DAYS

•	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Meet with your supervisor to discuss and develop your performance standards and Individual Development Plan (IDP). Make sure you receive a copy for your records.	<i>Supervisor</i>
2	<input type="checkbox"/>	Health Insurance Election form (SF-2809) must be turned in to IBC HR within first 60 Days.	<i>IBC HR</i> http://www.opm.gov/insure/
3	<input type="checkbox"/>	Life Insurance Election form (SF-2817) must be turned in to IBC HR within first 60 Days.	<i>IBC HR</i> http://www.opm.gov/insure/
4	<input type="checkbox"/>	Flexible Spending Account (FSA) / Dental / Vision / Long Term Care Elections must be made within first 60 Days. To complete enrollment you must go to the individual websites and register.	http://www.fsafeds.com http://www.benefeds.com http://www.ltcfeds.com
5	<input type="checkbox"/>	Access the Thrift Savings Plan (TSP) website with the PIN information you received in the mail. If you have additional questions, please contact IBC HR.	<i>IBC HR</i> https://www.tsp.gov/index.shtml
6	<input type="checkbox"/>	Complete required No FEAR Act of 2002 training within first 60 days. You will receive an email notification from HCO providing the link for you to access and complete the training.	<i>OCIO HC</i> https://gm2.geolearning.com/geonext/doi/login.geo?OriginalURL=%2fgeonext%2fdoi%2fLearningPlanCatalog.geo%3fid%3d5475
7	<input type="checkbox"/>	Meet with your supervisor at end of your first 60 days to discuss how things are going (any surprises, challenges, areas for improvement, etc.).	<i>Supervisor</i>

PART VI: YOUR FIRST 90 DAYS

•	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Meet with your supervisor to discuss how your employment is going (progress, any surprises, challenges, areas for improvement, questions etc.).	<i>Supervisor</i>

PART VII: YOUR FIRST YEAR

•	✓	Task	Information and/or Contacts
1	<input type="checkbox"/>	Provide your supervisor with your accomplishments for the fiscal year. The fiscal year ends on Sept. 30 th of each year and the new one begins on Oct 1 st .	<i>Supervisor</i>
2	<input type="checkbox"/>	The annual Health Insurance Open Season takes place from mid-November to mid-December and provides you the opportunity to make changes in your Health, Dental, and Vision each year. You must re-enroll in Flexible Spending (FSA) each year if you elect this option. You can make changes to your health insurance during Open Season using Employee Express.	http://www.opm.gov/insure/ http://www.fsafeds.com http://www.benefeds.com http://www.ltcfeds.com http://www.employeeexpress.gov/
3	<input type="checkbox"/>	The end of the year is a good time to review your Thrift Savings Plan (TSP) contribution elections. Go on the TSP website to make any adjustments in your contributions.	https://www.tsp.gov/index.shtml

Congratulations on your One Year Anniversary with the Office of the Chief Information Officer (OCIO)!!